

Minutes of the Morley Memorial Resources Committee

8 December 2015

Attendance: Caroline Louth (CL)
Guy Turner (GT)
Nikki Brown (Head)
Philip Colligan (PC) (Chair)
Sarah Smalley (SSm)
Tim Fox (TF) (School Business Manager)
Emma Linney (Clerk)

Apologies: Helen Devlin (HD)
Sarah Seed

Venue: School

	Notes	Actions
1.	Apologies Sarah Seed.	
2.	AOB TF: Feedback from school financial audit CL: School budget position (discussed under item 6)	
3.	Declarations of interest None.	
4.	Minutes of previous meeting 21 October 2015 (circulated) and matters arising <u>Committee authorisation of expenditure (item 5, pp. 4):</u> TF had checked with the County Council and the	Clerk: update FGB and RC terms of

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	<p>request to increase the authorisation limit to £5,000 was agreed. Terms of Reference for FGB and RC would require updating.</p> <p><u>Meeting dates (item 5, pp.4):</u> The Clerk and Chair were yet to agree meeting dates for the spring and summer term but would prioritise this.</p> <p><u>Statutory information on school website (item 7, pp.6):</u> The Head had completed the annual audit of the information held on the school website. It was now up to date except for sports premium information, which she would update soon.</p> <p><u>Critical incident policy (item 8, pp.7):</u> The County would be issuing a revised CIP in the spring term. The Committee agreed to revise the school's policy at that point. A Business Continuity Plan would also be drawn up then.</p> <p>The minutes were agreed as a true record and signed by the Chair.</p>	<p>reference.</p> <p>Clerk/Chair – set meeting dates</p> <p>Head: Sports premium info on school website.</p> <p>Carry forward critical incident policy.</p> <p>Clerk – upload minutes to school website</p>
5.	<p>Committee membership and training</p> <p>The Chair reported that a number of potential new governors had been in touch with the Chair of Governors and that she would be setting up meetings shortly. The Committee was short of members, and required link governors for the website/communications and to shadow CL on Finance following HD's resignation at the end of term.</p> <p>Committee members fed back from training recently attended.</p>	
6.	<p>Finance</p> <p><u>Budget situation:</u> CL and TF reported that in addition to the £60,000 carried forward in the budget, the school</p>	

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<p>currently had a projected surplus of £100,000. There were a number of reasons for this, including lower staff costs due to the resignation of a number of senior staff and their replacement with NQTs. In addition the building maintenance budget had been set at £50,000 and at the time of the meeting only £12,000 had been spent. PC asked TF for a detailed report next time, showing budget versus actual expenditure to enable the Committee to better monitor the budget position.</p> <p>The Committee discussed the options for spending the projected surplus, including a set of proposals provided by the Head linked to the delivery of the School Development Plan. The Committee discussed whether the surplus was sufficient to enable the school to employ additional teaching staff, but concluded that, in the absence of clarity from the County on the long-term funding position, it would not be sensible to commit to long-term increases in the budget. The Head noted that the SDP included a three-year maintenance plan to refresh classrooms and equipment. The discussion continued under the headings below.</p> <p><u>Financial implications of SDP (circulated)</u>: The Head had calculated a draft cost for additional investment in each area of the SDP, although she and TF would need to do further work on the cost of the staff time allocated to each project. The Committee discussed each area in turn and approved the expenditure as outlined in the SDP.</p> <p><u>Financial implications of proposed SMT structure (paper circulated)</u>: The Head talked through the proposal to recruit an additional assistant head to start in September 2016. This proposal had been discussed in some detail at previous FGB and Committee meetings and the Committee agreed that, given the school's financial position, recruitment should begin.</p> <p><u>Revised catering figures (circulated)</u>: TF had updated the figures following discussions at the last meeting, and to include the full cost of lunchtime supervisors and apportioned tender costs.</p> <p><u>Pupil Premium spending (monitoring report circulated)</u>: The Head introduced the report and highlighted key points. £8,000 was currently unallocated. The Head outlined plans to offer bursaries to pupil premium</p>	TF: full BCR report at next meeting
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	<p>children for extra-curricular music tuition given that current take up is minimal.</p> <p>A GB asked why the need to invest in tablet technology. The Head answered that this was to enable children to use the AccelerWrite and Read apps.</p>	
7.	<p>Communications</p> <p><u>Communications Code:</u> The Head presented a new communications code, which aimed to make clear the protocol for communications between staff and parents, and to set clear time frames for responses. The Committee asked the Head to add a line referencing the regular opportunities for parents to meet with class teachers.</p> <p>The Committee approved the Code, which would be reviewed again in 3 years time. The Head would point parents to it via the weekly newsletter.</p> <p><u>Website, newsletter and ParentMail:</u> PC and Nicky Odgers would be meeting to discuss these, in the light of responses to the parental survey in the summer term.</p>	Clerk – publish code on School website.
8.	<p>After school activities</p> <p><u>Review current provision:</u> The Committee decided to defer discussion to the next meeting by which time the Head would have finalised the timetable of clubs and activities.</p> <p><u>Policy (circulated):</u> The Head had revised the extra-curricular activities policy to include reference to new safeguarding protocol and the recently revised lettings policy. The Head confirmed that a member of staff would always be on site when clubs were running.</p> <p>The Committee approved the policy, which would be reviewed again in 2 years time.</p>	Carry forward discussion.

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	<p><u>Options for teaching staff who give their time to run an after school club:</u> The Head reported that she would be exploring options with EPM and the NAHT.</p>	Clerk: upload new policy to school website.
9.	<p>Policy reviews</p> <p><u>Lesson observations (circulated):</u> The Head talked through revisions to the policy. The Committee ratified the policy, which would be reviewed again in one year, as an appendix to the staff appraisal policy.</p> <p><u>Bullying and harassment (circulated):</u> There were no amendments. The policy was ratified and would be reviewed again in one year.</p> <p><u>ICT Acceptable Use policy (circulated):</u> The Head talked through the School's approach to internet safety and it was noted that the topic features in the SDP this year. A GB asked whether there were issues around internet safety in school. The Head advised that these tended to be outside school, particularly around social media accounts. The Policy was ratified and would be reviewed again in 2 years.</p> <p><u>Staff mobile phone use (circulated):</u> The Head talked through the policy, which was an excerpt from the staff handbook and which was also referenced in the safeguarding and EYFS policies. The policy was ratified and would be reviewed again in 3 years.</p>	
10.	<p>To agree feedback to Full Governing Body and messages for Governor News</p> <p>Feedback would be on plans for AHT recruitment, and an update on the budget position.</p>	Clerk: upload revised policies to GB website and school website where appropriate.
11.	<p>AOB</p>	

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	TF fed back on the financial audit earlier in the month. A report would follow which the Committee asked to review at the next meeting. The Committee thanked Tim for his time and effort in preparing for the audit.	Carry forward audit feedback.
	Date of next meeting: TBC.	

All decisions pay due regard to the school's equality policy and the Equality Act 2010

Abbreviations: KS – key stage, PP – pupil premium, SFVS – schools financial value standard, BCR – budgetary control report, AH – Assistant Head, MPS – main pay scale.